

Wisconsin Department of Regulation & Licensing

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DIVISION OF ENFORCEMENT

COMPLAINT FORM

COMPLETION OF THIS FORM IS VOLUNTARY

PLEASE PRINT OR TYPE – NO HANDWRITING – PRESS FIRMLY

Your Name (First, Middle, Last)		Complaint Against			
Address		Profession			
City	State	Zip	Address		
County	Area Code	Home Phone #	City	State	Zip
	()				
Date of Birth	Area Code	Work Phone #	County	Area Code	Phone #
	()			()	

PLEASE NOTE: SEE PAGE 3 FOR IMPORTANT INFORMATION AND A LIST OF THE PROFESSIONS, OCCUPATIONS, ACTIVITIES AND BUSINESSES REGULATED BY THE DEPARTMENT OR BOARDS ATTACHED TO IT.

1. When did the incident occur? If you do not know the exact date, make as close an estimate as possible.

2. Did the incident occur in a facility, private office, home, etc.? Provide specific names and addresses of each place involved in the incident.

3. Have you spoken to the person about your complaint? ____ Yes ____ No. If yes, what was his/her response?

4. Who else has information related to this incident? Provide names, addresses, and phone numbers for those persons.

[PLEASE BE SURE TO SIGN YOUR NAME ON THIS FORM AND DATE IT]

Wisconsin Department of Regulation & Licensing

5. Describe the incident you are complaining about. Include as much specific information as possible.

ATTACH COPIES OF ANY DOCUMENTS RELEVANT TO THE INCIDENT. (NOTE: IT IS VERY IMPORTANT TO KEEP ALL MATERIAL RELATED TO THIS COMPLAINT SUCH AS BILLINGS, PERSONAL NOTES, PILL BOTTLES OR OTHER MATERIALS).

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

SIGNATURE (First, Middle, Last)

DATE FORM SIGNED

Wisconsin Department of Regulation & Licensing

GENERAL INFORMATION

Staff in the Division of Enforcement of the Wisconsin Department of Regulation and Licensing investigate, and when appropriate, prosecute complaints against persons, organizations and business establishments regulated by the department and the regulatory boards attached to it. (A list of the groups regulated appears below). The boards and department establish and enforce standards of professional conduct for licensed persons and businesses and ensure that other persons are not practicing those occupations or professions and operating businesses unless licensed. The department and boards generally have the authority to reprimand a licensee, suspend or revoke the license of a licensee, limit the licensee's license or dismiss the complaint. Some boards can make additional determinations. The department and boards do not have the authority to award monetary damages or compel corrective actions, as these are primarily court functions.

This form is provided as a convenient means to submit the facts necessary to initiate an investigation. Your complaint will be reviewed to determine whether there appears to be a violation of the law or rules enforced by the appropriate board or the department. If the matter is investigated, it is likely that all persons with information about the case, including the person about whom you are complaining, will be contacted. Once the investigation is complete, a decision will be made as to an appropriate course of action to take. The case may be closed or formal disciplinary action may be commenced against the person about whom you are complaining. If the latter action is taken, there will likely be a hearing before either the relevant board or an administrative law judge. In any event, both the person making the complaint and the person against whom the complaint is made will be advised of the action taken in the case. Under Wisconsin's Open Records Law (Wis. Stats., Ch. 19), complaints will generally be available for review on request from a member of the public after board or agency action is completed.

Sec. 440.042(2), Stats., provides: "Any person who in good faith testifies before the department or any examining board, affiliated credentialing board or board in the department or otherwise provides the department or any examining board, affiliated credentialing board or board in the department with advice or information on a matter relating to the regulation of a person holding a credential is immune from civil liability for his or her acts or omissions in testifying or otherwise providing such advice or information. The good faith of any person specified in this subsection shall be presumed in any civil action and an allegation that such a person has not acted in good faith must be proven by clear and convincing evidence."

If you have any questions about this form or the procedure that will take place, please contact the department staff at (608) 266-7482.

The following professions, occupations, activities and businesses are regulated by the boards and department:

Accountants-Certified Public Accountants and Firms	Landscape Architects
Acupuncturists	Manicurists and Manicuring Establishments
Aestheticians and Aesthetician Establishments	Marriage and Family Therapists
Appraisers-Licensed-General and Residential Real Estate	Massage Therapists and Body Workers
Architects	Music, Art and Dance Therapists
Architectural and Engineering Corporations	Nurses-Advanced Practice
Athlete Agents	Nurses-Licensed Practical
Athletic Trainers	Nurse-Midwives
Auctioneers and Auction Companies	Nurses-Registered
Audiologists	Nursing Home Administrator
Barbering and Cosmetology Establishments	Occupational Therapists and Occupational Therapy Assistants
Barbering and Cosmetology Managers	Optometrists
Barbering and Cosmetologist Practitioners	Pharmacies
Boxing Clubs and Exhibitions	Pharmacists
Cemetery Preneed Sellers	Physical Therapists
Cemetery Salespersons and Authorities	Physicians (doctors of medicine and osteopathy)
Charitable Organizations	Physician's Assistants
Chiropractors	Podiatrists
Dental Hygienists	Private Detectives and Agencies
Dentists	Private Practice School Psychologists
Designers of Engineering Systems	Private Security Persons
Dietitians	Professional Counselors
Drug Distributors and Manufacturers	Psychologists
Electrologists and Electrology Establishments	Real Estate Brokers, Corporations and Partnerships
Engineers-Professional	Real Estate Salespersons
Fund Raising Counsel	Respiratory Care Practitioners
Fund Raisers-Professional	Schools and Instructors of Barbering, Cosmetology,
Funeral Directors	Aesthetics, Electrology and Manicuring
Funeral Establishments	Social Workers
Geologists-Professional and Geology Firms	Soil Scientists
Hearing Aid Instrument Specialists	Speech Language Pathologists
Home Inspectors	Time-Share Salespersons
Hydrologists-Professional and Hydrology Firms	Veterinarians
Interior Designers	Veterinary Technicians
Land Surveyors	